

BallardVale Historic District Commission

*Andover Town Offices
36 Bartlet Street
Andover, MA 01810*

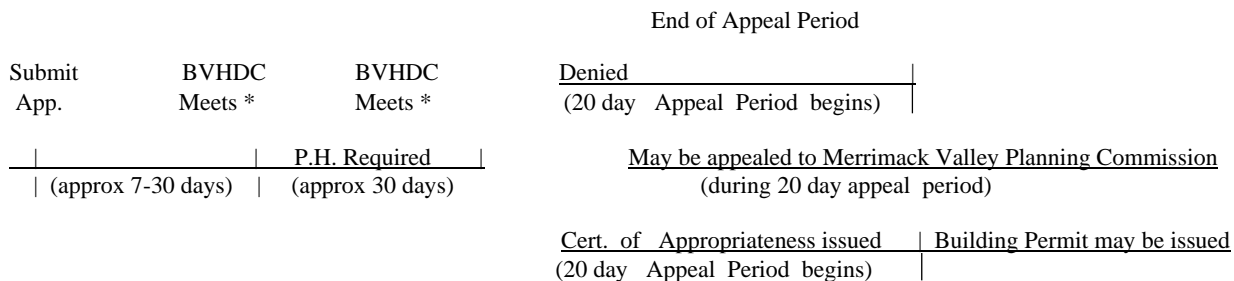
Dear BallardVale Historic District Property Owner,

The BallardVale Historic District Commission was established to ensure that the historic character of the district be preserved and protected. This is accomplished by following Commission guidelines and requiring approval for most exterior work. However, the Commission is also available to help you with ideas and suggestions of ways you can make the desired changes to your home or property while retaining the historic character.

Because you are planning to do exterior work (renovation, construction, demolition or other) within the BallardVale Historic District, you will need to apply for a Certificate of Appropriateness. Once you have received a Certificate from the Commission, you will be able to obtain your building (or demolition) permit from the Building Inspector.

We want to make this process as easy and as helpful as possible. Because the majority of applications require a public hearing, you should submit your application 2½ to 3 months before you want to obtain your building permit and begin work.

To understand the time involved from submission of your application until your proposed work can begin, please read through the time line below:



* BVHDC usually meets first Wed. of each month.

End of Appeal Period

To help move this process along as quickly as possible, please be sure your application includes:

- Detailed drawing or sketch of proposed work, showing location in relation to existing building (please include dimensions).
- Picture or detailed drawings showing dimensions and style of any proposed windows, window casings, and/or doors. Manufacturer's brochures may have pictures.
- Detailed drawings of roof overhangs including any gable ends which may be applicable
- Photos of existing building or location

We recommend that you obtain a copy of the BallardVale Historic District Guidelines which are available at the Department of Community Development at Town Hall Offices.

If you need to go before the Zoning Board of Appeals, we suggest you obtain their approval **before** submitting your application to the Historic District Commission.

BallardVale Historic District Commission

FOR OFFICE USE ONLY:

Case Number: _____

Date Filed: _____

Public Hearing Date: _____

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

BALLARDVALE HISTORIC DISTRICT

(Complete both pages)

1. **Name of Applicant:** _____
Mailing Address: _____
Home Telephone Number: _____ Best time to call: _____
Work Telephone Number: _____ Best time to call: _____
E-Mail Address: _____ Do you check it daily? Yes No
Relationship of applicant to property: Owner () Architect () Contractor ()
Other (please specify) _____

(COMPLETE ITEM NO. 2 ONLY IF DIFFERENT FROM ABOVE)

2. **Property Owner:** _____
Mailing Address: _____
Home Telephone Number: _____ Best time to call: _____
Work Telephone Number: _____ Best time to call: _____
Email Address: _____ Do you check it daily? Yes No
3. **BVHD Property Address** (street and number only – no PO Box): _____
Legal Property Description: Tax Map: _____ Lot Number: _____
Zoning district: _____
Year building constructed: _____ When was property purchased by owner: _____

4. **Nature of Proposed Work: (check all that apply)**
☐ New Construction ☐ Moving a building
☐ Demolition ☐ Sign
☐ Repairs ☐ Parking lot/parking area
☐ Alteration ☐ Fence or wall
☐ Terrace, walkway, driveway or similar work (not at grade level)
☐ Other: (please explain) _____

5. **Projected start date of project:** _____
(Note: Review of application generally takes at least two months.)

6. Proposed work:

Describe your proposed work as simply and accurately as possible on the back of this page or on a separate sheet to be attached.

7. Additionally, attach copies of the following: (check all that apply)

- ☐ Plot Plan, including addition of proposed changes
- ☐ Photos of existing building(s) or location
- ☐ List of all proposed materials
- ☐ Building Plans & Elevations (if applicable) showing:
 - ☐ Front elevation
 - ☐ Side elevation
 - ☐ Rear elevation
 - ☐ Eaves/cornices
 - ☐ Windows/doors
 - ☐ Trim detail
 - ☐ Porch
 - ☐ Steps/railing
 - ☐ Fence/wall
 - ☐ Exterior lighting
 - ☐ Other: _____

- **Note: All drawings should be drawn to scale and dimensions noted. Please label all material proposed...i.e. cedar clapboard, brick, concrete, wood trim, asphalt roof shingles, etc.**

- ☐ Manufacturer's specification sheets for:
 - ☐ Doors
 - ☐ Windows (Information on windows must indicate whether grids are true divided lights, or just permanently attached to exterior and interior of glass.)
 - ☐ Siding and trim
 - ☐ Other: _____
- ☐ Proposed signs must include:
 - ☐ Rendering of the sign showing accurate dimensions and method of display
 - ☐ Color samples and material specifications
 - ☐ Photograph of building
 - ☐ Image of the sign at appropriate scale in proposed location

IMPORTANT:

This form must be completed before the BallardVale Historic District Commission can consider the approval of any construction, alteration, or demolition of buildings or structures within the Historic District. An incomplete application may delay approval.

Ten (10) copies of this form, and all supporting documents, must be filed with the Inspector of Buildings in the Department of Community Development and Planning at the Town Offices, 36 Bartlet Street. Only one copy of photographs is required. You may provide the remaining nine sets with black and white photocopies. You or your representative must be present at the Commission's meeting. You or your representative will be notified of the time, date and location of the meeting. Meetings are usually held the first Wednesday of the month at 7:00 p.m. at the Town Offices. Please review "Application Procedures" for information about the review process.

If a Public Hearing is required for your project (to be determined at the first meeting), you are responsible for the \$70.00 newspaper advertising fee. Cash, or a check made out to the Town of Andover will be acceptable. Please pay at the Department of Community Development and Planning at Town Offices, or you may leave a check at the Ballardvale Historic District Commission meeting.

Date: _____ Signature of Owner: _____

Date: _____ Signature of Applicant
If Not the Owner: _____